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IDENTIFIERS	*Special Needs Students

ABSTRACT

This unit, one in a series of packets of teacher and student materials for cooperative occupational education (COE) designed for special needs students, is intended to introduce what constitutes a proper letter of application. Each unit will probably require more than a single period of instruction. Instructor materials include performance objectives (unit and specific objectives), suggested activities for teacher and students, supplemental activities, a list of instructional materials included in the unit and additional references, information topic sheets, a key to the unit review, and transparency masters. Contents of the package of student materials are unit objectives, information topic sheets (one sheet for each topic covered in the unit), assignment sheets for each information topic, and a unit review. This unit provides material on three information topics: writing a letter of application, what to include in a letter of application, and the correct form for a letter of application. (YLB)

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ED234248

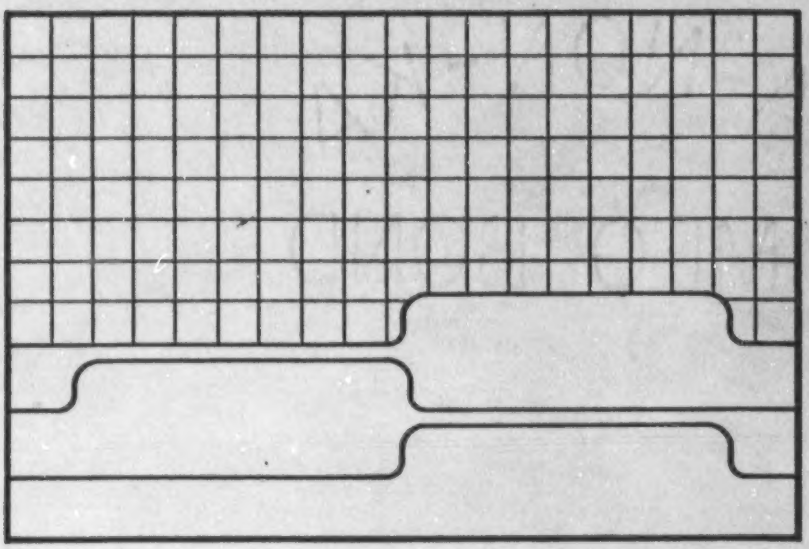
Cooperative Occupational Education

Instructor Material

and Student Material

Unit 9

Writing A Letter Of Application



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The Instructional Materials Laboratory
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In Cooperation With
Vocational Special Needs • Department of Elementary and Secondary Education
Jefferson City, Missouri

INSTRUCTOR

COURSE TITLE - COOPERATIVE OCCUPATIONAL EDUCATION

SECTION C - OBTAINING A JOB

UNIT - 9: **WRITING A LETTER OF APPLICATION**

UNIT OBJECTIVES

This unit will introduce what constitutes a proper letter of application. Content and form are stressed. Each student will write a letter of application that would be acceptable for mailing to an employer.

SPECIFIC OBJECTIVES

1. Give four reasons for writing a letter of application.
2. Identify five things that are included in the contents of a letter of application.
3. Name the five parts of a letter.
4. Demonstrate the ability to write a proper letter of application.

NOTES TO THE TEACHER

If some students are already planning to apply for a job, they could use an ad for a job they are interested in and write their letter of application for that job.

WRITING A LETTER OF APPLICATION

UNIT 9

SUGGESTED ACTIVITIES

I. Instructor

A. Prepare transparencies (TM 9-1, TM 9-2, TM 9-3).

B. Discuss objectives.

C. Review Information Topics (IT 9-1, IT 9-2, IT 9-3).

D. Review Assignment Sheets (AS 9-1, AS 9-2, AS 9-3).

E. Evaluate rough drafts of letters of application.

F. Evaluate finished letters of application.

G. Administer and evaluate unit review.

II. Student

A. Read and discuss unit objectives.

B. Read and discuss Information Topics.

C. Complete Assignment Sheets.

D. Review Assignment Sheets.

E. Evaluate rough drafts of letters of application.

F. Evaluate letters of application.

G. Complete unit review.

INSTRUCTIONAL MATERIALS

I. Included in this unit

A. Objective sheet

B. Information Topic sheets

1. IT 9-1: What You Should Know About: Writing a Letter of Application

2. IT 9-2: What You Should Know About: What to Include in a Letter of Application

3. IT 9-3: What You Should Know About: The Correct Form of a Letter of Application

C. Transparency masters

1. TM 9-1: Reasons for Writing a Letter of Application

2. TM 9-2: Contents of a Letter of Application

3. TM 9-3: Parts of a Letter of Application

D. Assignment Sheets

1. AS 9-1: What You Have Learned About: Writing a Letter of Application

2. AS 9-2: What You Have Learned About: What to Include in a Letter of Application

3. AS 9-3: What You Have Learned About: The Correct Form of a Letter of Application

E. Unit review and key

II. References

A. Blackledge, W. L. and E. H. Blackledge. The Job You Want - How to Get It. West Chicago, IL: South-Western Publishing Co., 1983.

B. Hirschorn, A. A. Job Finding Kit. Olympia, WA: Employment Security Department, 1972.

C. Kahn, C., R. Tony, and J. Wink. My Job Application File. Hayward, CA: Allen T. Kahn Publishers, 1974.

D. Kimbrell, G. and B. S. Vineyard. Succeeding in the World of Work. Bloomington, IL: McKnight Publshing Co., 1981.

E. Lacy, R. C., and O. D. Park. Job Application and Interview. Columbia, MO: Instructional Materials Laboratory, University of Missouri-Columbia, 1975.

F. You're Hired: Getting the Right Job for You. Richmond, VA: Virginia Commonwealth University Learning Center, 1972.

G. Job Orientation. Bronx, NY: Milday Publishing Co., 1973. (teacher guide, student manual, transparencies)

H. Scope Visuals #16, Career Crosswords. Washington, DC: The Kiplinger Magazine, Changing Times Educational Service, 1972. (teacher guide, pamphlets, transparencies)

1. Knowledge Needed to Obtain Work. Chicago: Science Research Associates, 1973. (transparencies)

WRITING A LETTER OF APPLICATION

UNIT 9

I. Writing a Letter of Application (IT 9-1, TM 9-1)

A. The primary purpose of a letter of application is to get an interview with an employer, and thus, a job.

B. A letter of application is important when:

1. The job is in another town, or it is a business or professional position.

2. An advertisement states that contact should be made by mail.

3. The employer specifically asked for a letter of application.

4. The contact is with a business friend of the family.

C. A letter of application should make a good impression on the prospective employer.

1. It should sell the applicant by emphasizing his/her qualifications for the position.

2. The letter should be neat and free of grammatical or spelling errors.

3. If at all possible, the letter should be typed. If not it should be written in ink on a good grade of paper.

II. What to Include in a Letter of Application (IT 9-2, TM 9-2)

A. A letter of application begins with a rough draft. Subsequent drafts are used to improve the quality of the contents and form.

B. The introductory paragraph should identify how the applicant learned of the position. It should also state intent to apply for that position.

C. The following paragraphs should describe the applicant's educational and work experience. Emphasis should be on experiences that qualify the applicant for the position.

D. A separate paragraph should be used for references included in the letter.

1. Remember to request permission from a person before using that person as a reference.

E. The closing paragraph should request an interview at the employer's convenience. The applicant should identify how s/he can be contacted.

F. One letter of application can be modified to apply for other positions.

III. Correct Form of a Letter of Application (IT 9-3, TM 9-3)

A. A letter of application is a formal business letter and should follow the correct format.

1. Return address

2. Inside address

3. Greeting

4. Body

5. Closing

B. Margins and spacing between parts should be correct.

C. Capitalization and presentation should be correct. Have business teacher proof letters for class if possible.

1. Colon following greeting.

2. Comma following closing.

3. Only first word in the closing should be capitalized.

WRITING A LETTER OF APPLICATION

UNIT 9

KEY TO UNIT REVIEW

A. 2
3
5
7

B. 1. T
2. F
3. T
4. T
5. F

C. 1. Return address
2. Inside address
3. Body
4. Greeting
5. Closing

Reasons For Writing A Letter Of Application

- The business is some distance away.
- You want to apply for a job with a family friend.
- A want ad directs you to write.
- An employer asks for a letter of application.

WANTED
PLEASE SEND LETTER OF APPLICATION.
I'D SURE LIKE TO WORK FOR OUR NEIGHBOR!
PLEASE SEND ME A LETTER OF APPLICATION TO REVIEW.

Contents Of A Letter Of Application

CONTENTS:

- How You Heard About Job
- Intent To Apply
- Work Experience/ Education
- References
- Request For Interview
- How To Contact You

715 Main Drive
Dover, MO 65301
May 10, 1983

Mr. John Hull
Hull's Garage
Wild Horse, MO 65862

Dear Mr. Hull:

While in the school library this morning, I read your advertisement for an assistant mechanic in the **Kansas City Post.** I would like to apply for that job.

For the past four years, I have taken courses in auto mechanics in school. Since I was thirteen, I have helped my uncle in his garage here in Dover. I did most of the tune-up work for him last summer. Two months ago he sold his garage and retired.

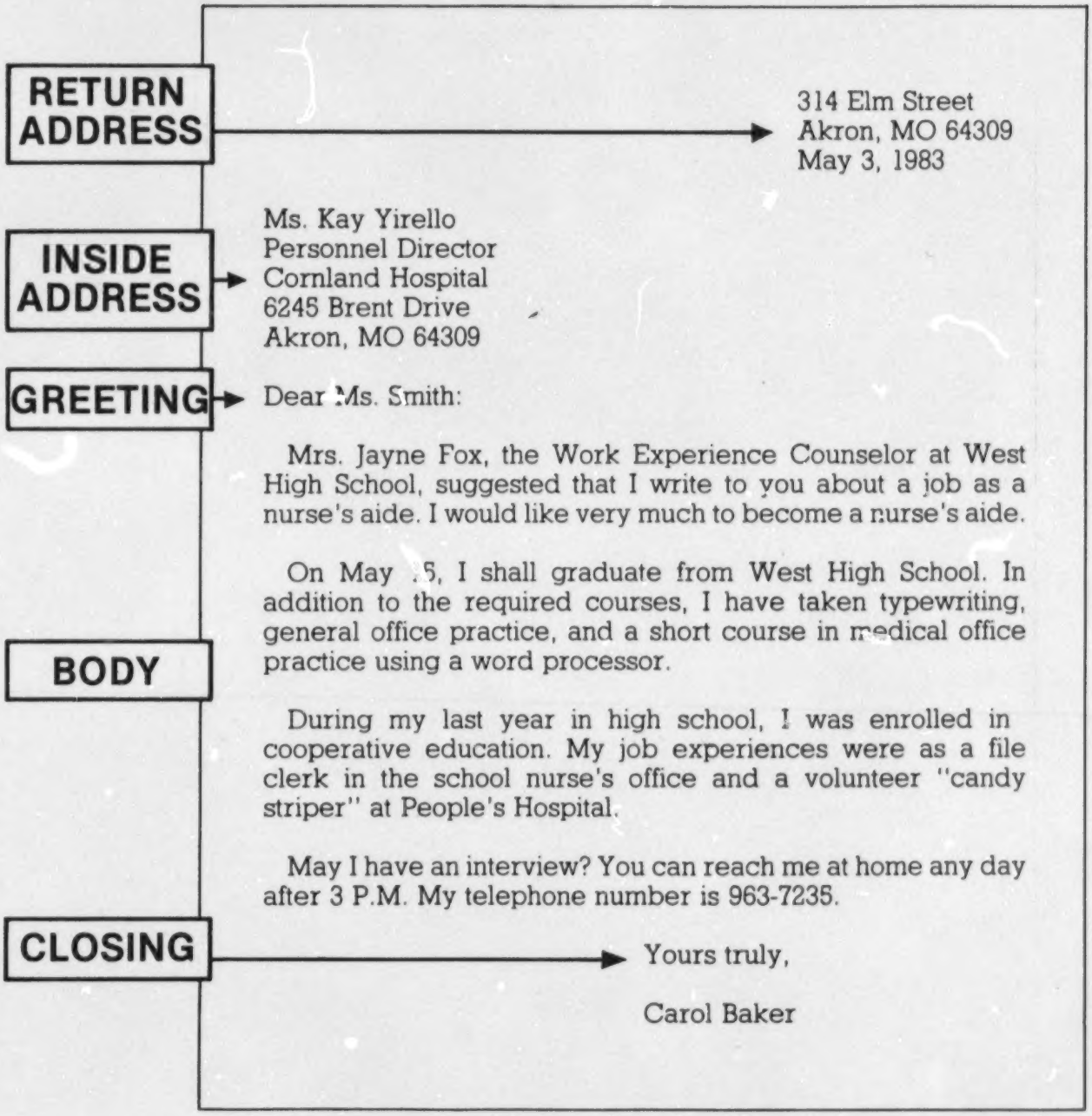
If you need references, you may contact my auto mechanics teacher, Mrs. Carol Suzuki at the Dover High School, 333 School Dr., Dover, MO 65202, (314)687-2172, or my uncle, Mr. Tony Pederson at 10 Lakeshore Drive, Dover, MO 65202, (314)687-2412.

I shall graduate from Dover High School on May 25. After that I shall be ready to go to work. I can come to your garage for an interview when it is convenient for you. You can write me at the above address or call me at my home. My phone is (314)687-7342.

Yours truly,

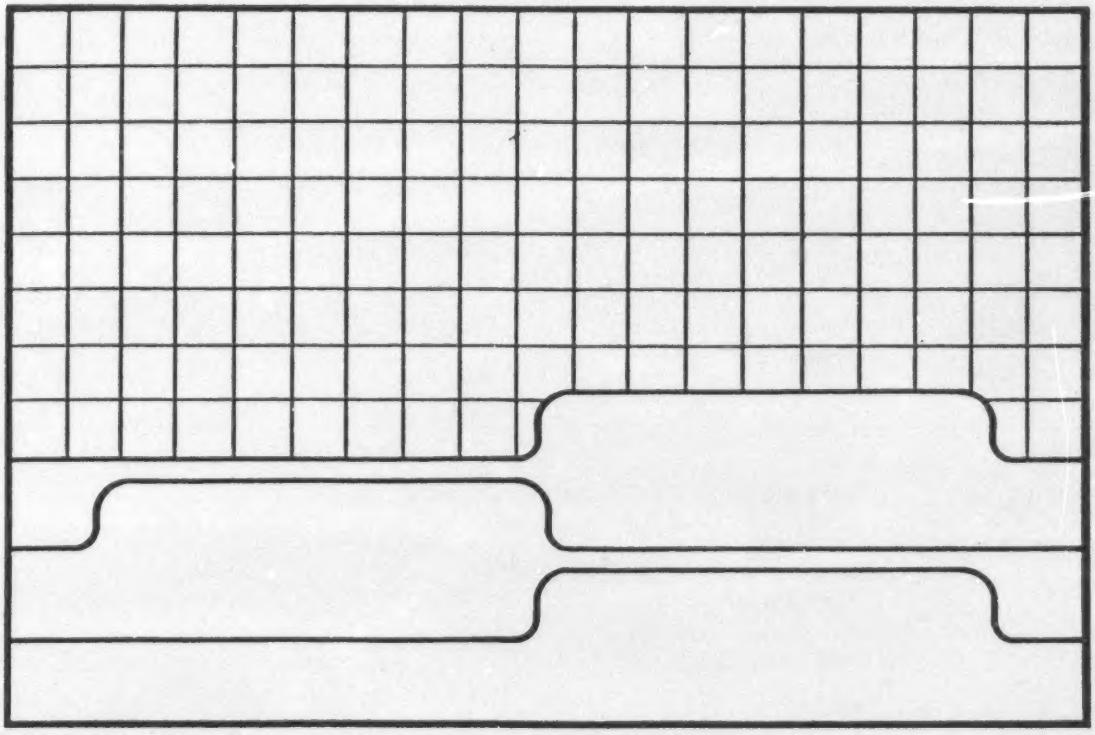
Eric Pederson

Parts Of A Letter Of Application


RETURN ADDRESS
314 Elm Street
Akron, MO 64309
May 3, 1983
INSIDE ADDRESS
Ms. Kay Yirello
Personnel Director
Cornland Hospital
6245 Brent Drive
Akron, MO 64309
GREETING
Dear Ms. Smith:
BODY
Mrs. Jayne Fox, the Work Experience Counselor at West High School, suggested that I write to you about a job as a nurse's aide. I would like very much to become a nurse's aide.
On May 15, I shall graduate from West High School. In addition to the required courses, I have taken typewriting, general office practice, and a short course in medical office practice using a word processor.
During my last year in high school, I was enrolled in cooperative education. My job experiences were as a file clerk in the school nurse's office and a volunteer "candy striper" at People's Hospital.
May I have an interview? You can reach me at home any day after 3 P.M. My telephone number is 963-7235.
CLOSING
Yours truly,
Carol Baker

Cooperative Occupational Education
student material

Unit 9
Writing A Letter Of Application



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Jefferson City

Writing A Letter Of Application

After completing this unit, you will be able to:

- Give four reasons for writing a letter of application.
- Identify five things included in a letter of application.
- Name five parts of a business letter.
- Write a letter of application for mailing to an employer.

715 Main Drive
Dover, MO 65301
May 10, 1983

Mr. John Hull
Hull's Garage
Wild Horse, MO 65662

Dear Mr. Hull:

While in the school library this morning, I read your advertisement for an assistant mechanic in the Kansas City Post. I would like to apply for that job.

For the past four years, I have taken courses in auto mechanics in school. Since I was thirteen, I have helped my uncle in his garage here in Dover. I did most of the tune-up work for him last summer. Two months ago he sold his garage and retired.

If you need references, you may contact my auto mechanics teacher, Mrs. Carol Suzuki at the Dover High School, 333 School Dr., Dover, MO 65202, (314)687-3172, or my uncle, Mr. Tony Pederson at 10 Lakeshore Drive, Dover, MO 65202, (314)687-2412.

I shall graduate from Dover High School on May 25. After that I shall be ready to go to work. I can come to your garage for an interview when it is convenient for you. You can write me at the above address or call me at my home. My phone is (314)687-7342.

Yours truly,

Eric Pederson

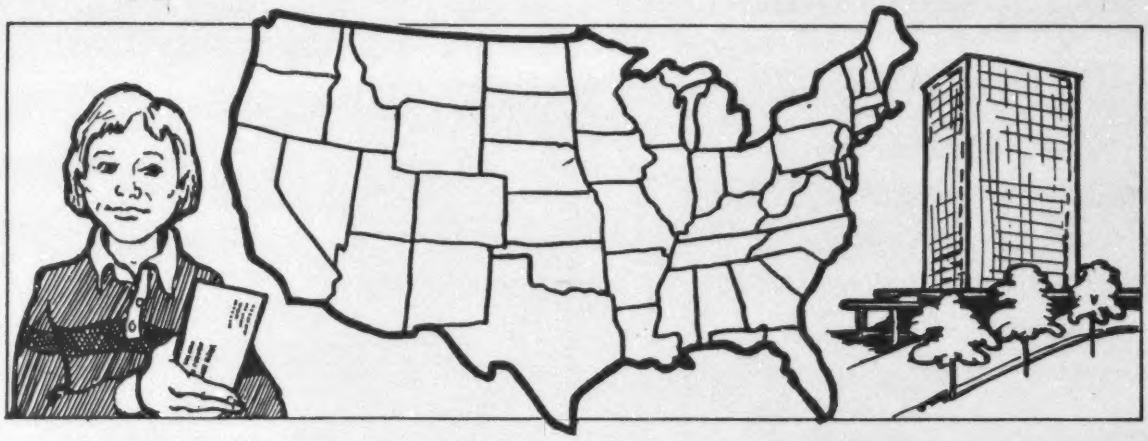
Introduction

You will learn to write a letter of application and learn when you should use a letter of application in this unit.

What You Should Know About
Writing a Letter of Application

There are times when the only way to get an interview for a job is by writing a letter of application. You should write a letter of application when:

1. The business you wish to contact is some distance away.



2. You want to apply for a job with a friend of the family.

3. A want ad directs you to write.

900 N. Tucker, St. Louis, Mo. 63101

BOOKKEEPER/SECRETARY
REAL ESTATE EXPERIENCE
Pleasant environment, small office. liberal salary-fringe benefits.
SHAPIRO REALTORS
647-7200 EVES 432-7329

BOOKKEEPER
Small Clayton realtor seeks experienced bookkeeper through trial balance including payroll and payroll taxes. Real estate background is very beneficial. Typing skills required. Salary $220/wk. Fee paid.

HALF

Robert Half of St. Louis, Inc.
7733 Forsyth 727-
915 Olive 421-
Bookkeeping Employment Service

BOOKKEEPER

Mo. 63130.

BUS PERSONS-for full service Restaurant. Apply in person. Mon- Fri, 2-5pm, at your nearest People's Restaurant: Manchester at Woods Mill; Mason Rd at Olive St Rd; Graham Rd at Dunn Rd.

CABINET MAKER. Position available for qualified CUSTOM CABINET MAKER, min. 5 yrs. exp. in assembly & machining. Must relocate. Call Russ Burkmann at 615-587-7905, Morristown, Tenn.

CAMP COUNSELORS. July Counselors needed for Resident Girls Camp in Mo. Ozarks. Positions available are: Cabin Counselors & Canoe [illegible] Safety Instructor. Call Sherwood Forest Camps, 314-421-4251

CARE TAKER: Application being taken for Care Taker of Country Club. Successful applicant will live on grounds. Send application to P.O. Box 142, Staunton, IL 62088. Include resume.

CARETAKER, mature, references. After 7 p.m. 481-5204 or 1-326-1497

residential garage doors on sub contract basis. Must be union. Must have own truck & tools. $700 per week possible. 781-5200.

CARPENTERS/NON-UNION
Lead person with extensive trim experience. Send salary requirements and work history to 3653 S. Broadway, 63118

CARPENTERS. Progressive, new remodeling firm seeking qualified carpenters & carpet layers, exp. & tools required, accepting applications, 6-7p-83, between 6-7 p.m. located at 77 Westport Plaza, Suite 566.

CARPENTER-Union. 10 yrs. re- hab., structural-stairs-facades exp. After 4: 30. 241-3381

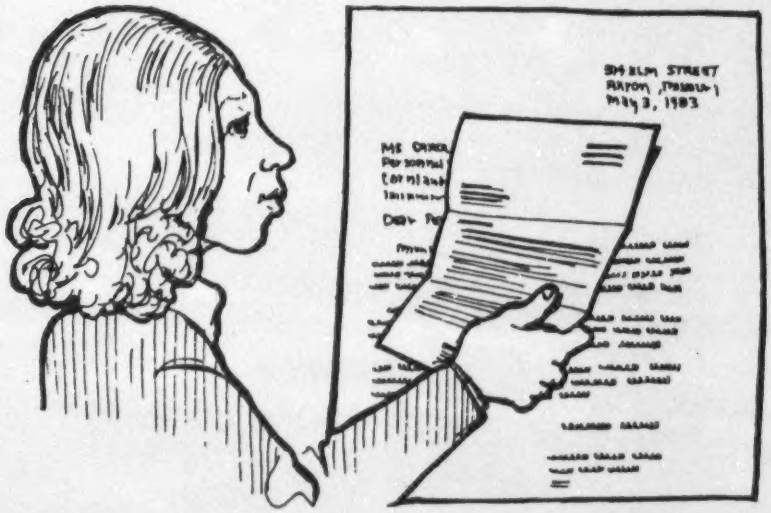
CARPET and furniture cleaning company needs responsible individual, experienced in cleaning and estimates, sales helpful. Salary and commission. Must have dependable car or station wagon. Send resume

Box M-098 POST-GLOBE
900 N. Tucker, St. Louis, Mo. 63101

4. You have contacted an employer who asks for a letter of application.

When applying for a job, you must be able to sell yourself to the employer. You must convince the employer that she needs you!

A letter of application is a sales presentation and should make a good first impression.



A neat, well-written or typed letter, with no errors, can make a good first impression.

What You Have Learned About **Writing a Letter of Application**

A. If the statement is true, write "TRUE" in front of it, if it is false, write "FALSE."

_____ 1. A letter of application is a chance to make a good first impression.

_____ 2. A well-written or typed letter can make a good impression.

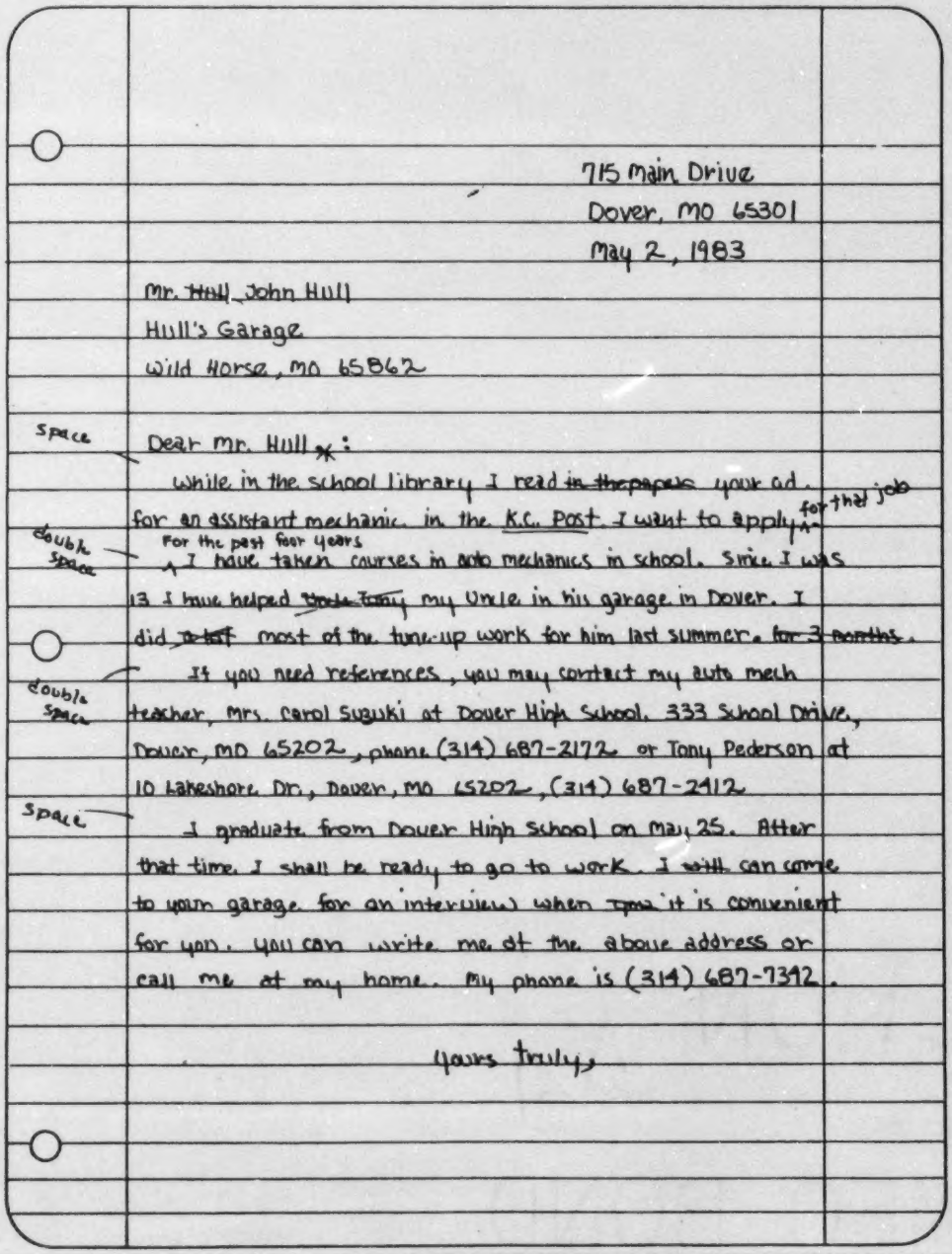
_____ 3. One reason for writing a letter of application is because an employer requests that you do.

_____ 4. Another reason for writing a letter of application is so that you won't have to go for a job interview.

_____ 5. Applying for a job is like being a salesperson and trying to sell something.

What You Should Know About
What to Include in a Letter of Application

Write a rough copy of what you want to say in your letter. This is called a rough draft. The rough draft lets you gather your information and thoughts and put them on paper.



715 Main Drive
Dover, MO 65301
May 2, 1983

Mr. ~~Hull~~ John Hull
Hull's Garage
Wild Horse, MO 65862

space — Dear Mr. Hull*:

While in the school library I read ~~in the paper~~ your ad. for that job
for an assistant mechanic in the K.C. Post. I want to apply for the job.

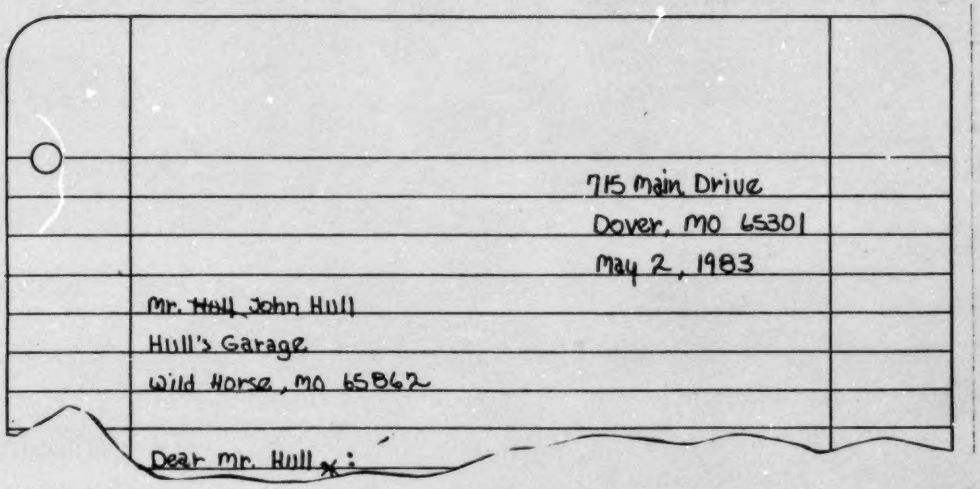
double space — For the past four years
I have taken courses in auto mechanics in school. Since I was
13 I have helped ~~work for~~ my Uncle in his garage in Dover. I
did ~~a lot~~ most of the tune-up work for him last summer. ~~for 3 months.~~

double space — If you need references, you may contact my auto mech
teacher, Mrs. Carol Suzuki at Dover High School, 333 School Drive,
Dover, MO 65202, phone (314) 687-2172 or Tony Pederson at
10 Lakeshore Dr., Dover, MO 65202, (314) 687-2912

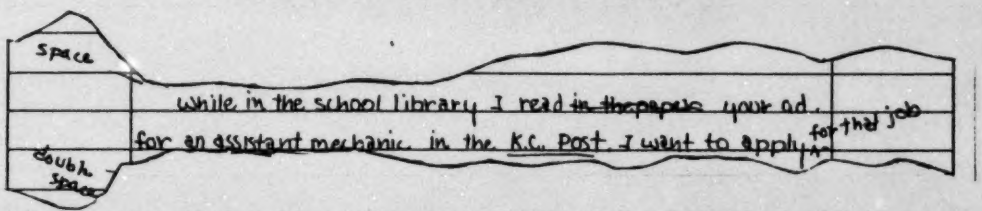
space — I graduate from Dover High School on May 25. After
that time I shall be ready to go to work. I will can come
to your garage for an interview when ~~you~~ it is convenient
for you. You can write me at the above address or
call me at my home. My phone is (314) 687-7312.

Yours truly,

Organize information for the rough draft into the correct form for a letter of application.

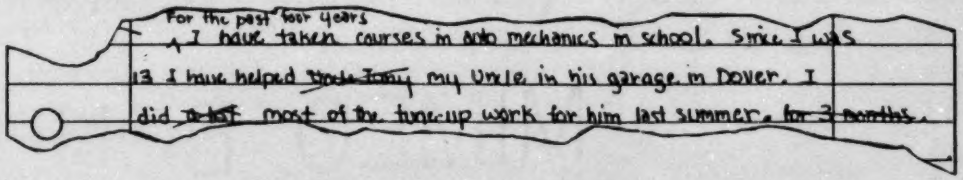


The first paragraph should tell where or from whom you learned about the job. It should also state that you are applying for that job.

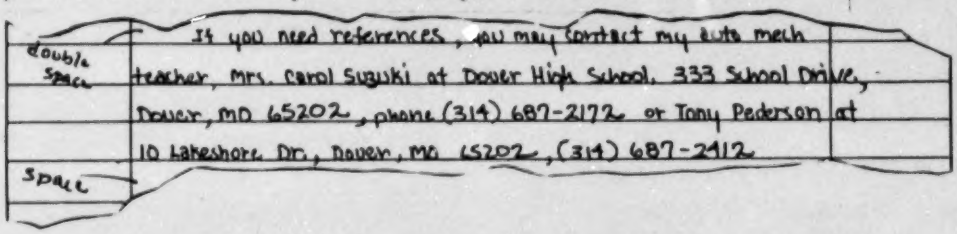

space
While in the school library I read ~~in the paper~~ your ad.
for an assistant mechanic in the K.C. Post. I want to apply for that job
double space

If you are writing to see if there are any openings, tell what kind of job you are interested in.

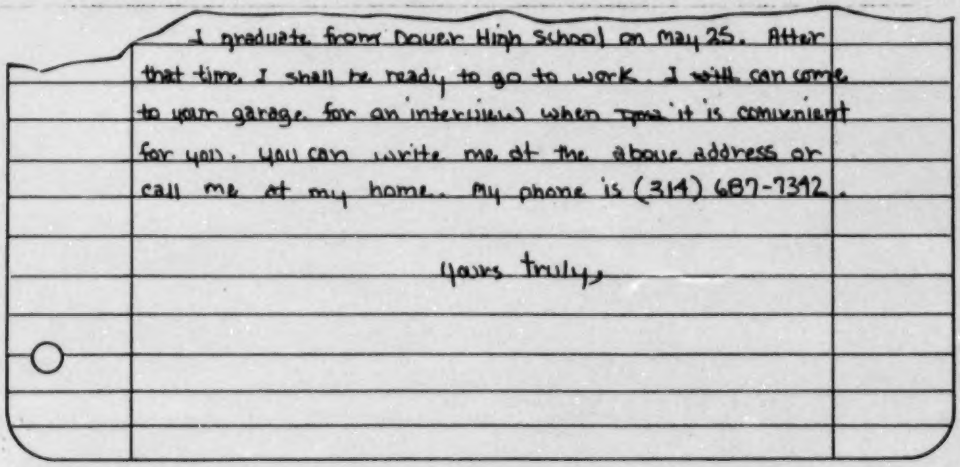
The next paragraph should explain how your work experience and education have prepared you for the job. If you have both, use a separate paragraph to describe each.


For the past four years
I have taken courses in Auto mechanics in school. Since I was
13 I have helped ~~Uncle Tony~~ my Uncle in his garage in Dover. I
did ~~a lot~~ most of the tune-up work for him last summer. ~~for 3 months.~~

Next you should include names of people you are using as references. You should have permission before you use anyone as a reference.


double space
If you need references, you may contact my auto mech
teacher, Mrs. Carol Suzuki at Dover High School, 333 School Drive,
Dover, MO 65202, phone (314) 687-2172 or Tony Pederson at
10 Lakeshore Dr., Dover, MO 65202, (314) 687-2912
space

The last paragraph includes a request for an interview at the employer's convenience. Also include instructions on how you can be contacted.

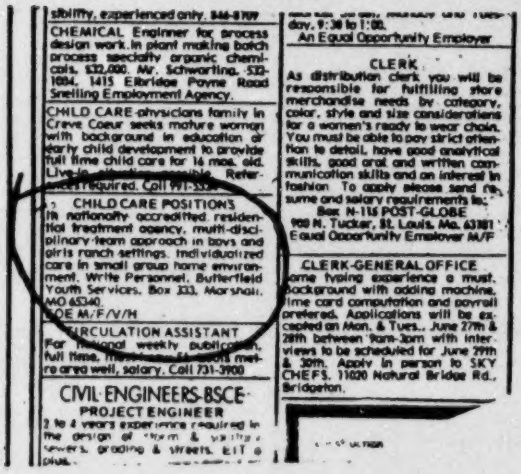

I graduate from Dover High School on May 25. After
that time, I shall be ready to go to work. I will can come
to your garage for an interview when it is convenient
for you. You can write me at the above address or
call me at my home. My phone is (314) 687-7392.
Yours truly,

When your rough draft is completed, check your grammar and put the letter into correct form.

What You Have Learned About
What to Include in a Letter of Application

Here is a copy of a help wanted ad. Write a rough draft of a letter applying for this job.

Save this rough draft.



CHEMICAL Engineer for process design work. In plant making batch process specialty organic chemicals. $32,000. Mr. Schwartine, 522-1884, 1415 Elbridge Payne Road Snelling Employment Agency.

CHILD CARE-physicians family in Creve Coeur seeks mature woman with background in education or early child development to provide full time child care for 16 mos. old. Live-in [illegible]. References required. Call 991-5500

CHILD CARE POSITIONS
Th nationally accredited residential treatment agency, multi-disciplinary team approach in boys and girls ranch settings. Individualized care in small group home environment. Write Personnel, Butterfield Youth Services, Box 333, Marshall, MO 65340.
EOE M/F/V/H

CIRCULATION ASSISTANT
For [illegible] weekly publication, full time, [illegible] metro area well, salary. Call 731-3900

CIVIL ENGINEERS-BSCE
PROJECT ENGINEER
2 to 4 years experience required in the design of [illegible] sewers, grading & streets. EIT o[illegible]

day, 9:30 to 1:00.
An Equal Opportunity Employer

CLERK
As distribution clerk you will be responsible for fulfilling store merchandise needs by category, color, style and size considerations for a women's ready to wear chain. You must be able to pay strict attention to detail, have good analytical skills, good oral and written communication skills and an interest in fashion. To apply please send resume and salary requirements to:
Box N-116 POST-GLOBE
900 N. Tucker, St. Louis, Mo. 63101
Equal Opportunity Employer M/F

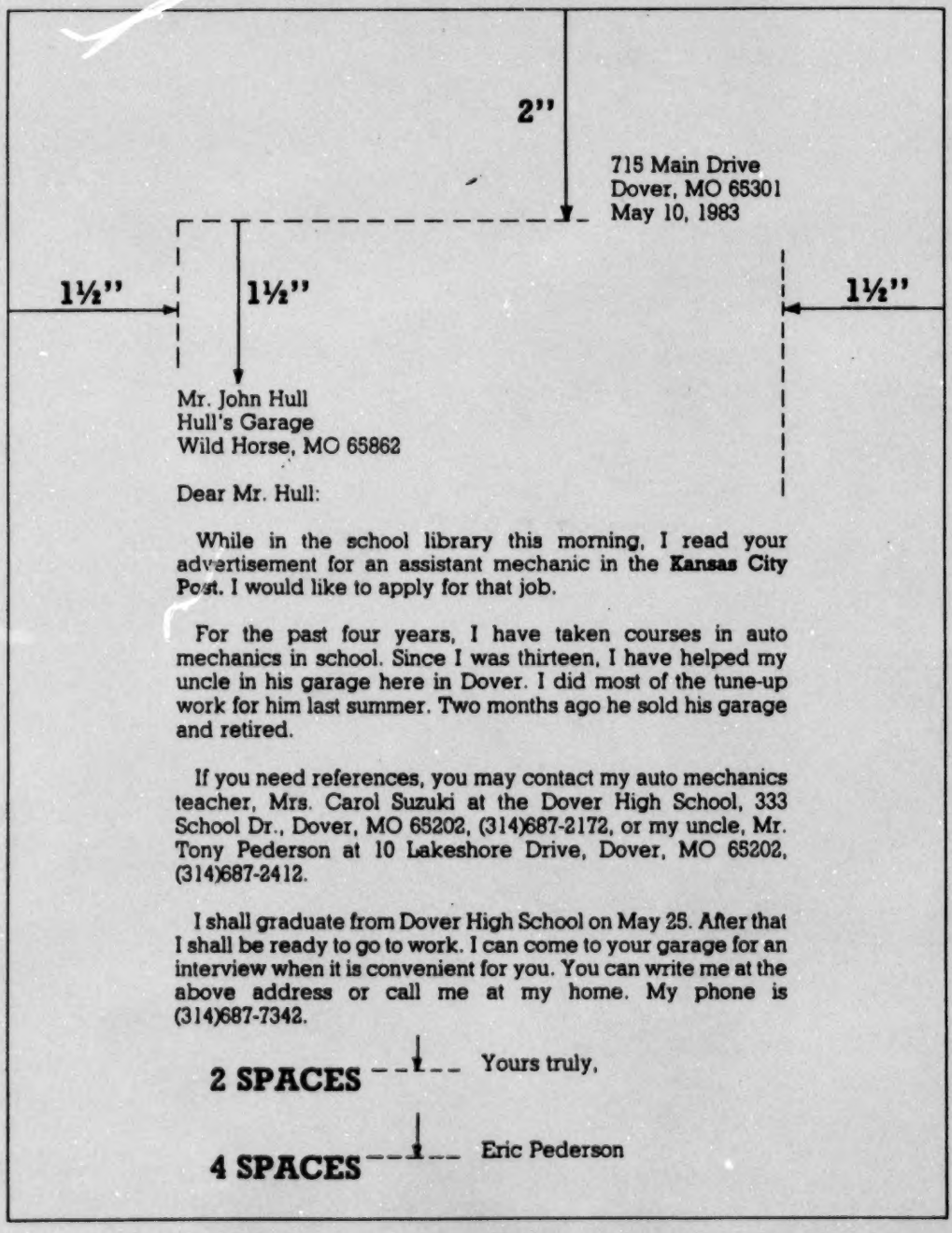
CLERK-GENERAL OFFICE
Some typing experience a must. Background with adding machine, time card computation and payroll preferred. Applications will be excepted on Mon. & Tues., June 27th & 28th between 9am-3pm with interviews to be scheduled for June 29th & 30th. Apply in person to SKY CHEFS, 11020 Natural Bridge Rd., Bridgeton.

Remember to include:

- Where you learned about the job
- Your school and work experience
- References
- Instructions telling how to contact you
- An interview request

What You Should Know About
Correct Form of a Letter of Application

All of the parts of a letter of application need to go together in the proper form. The final letter should be typed or neatly printed or written in black ink on 8½" × 11" paper.



715 Main Drive
Dover, MO 65301
May 10, 1983

Mr. John Hull
Hull's Garage
Wild Horse, MO 65862

Dear Mr. Hull:

While in the school library this morning, I read your advertisement for an assistant mechanic in the **Kansas City Post**. I would like to apply for that job.

For the past four years, I have taken courses in auto mechanics in school. Since I was thirteen, I have helped my uncle in his garage here in Dover. I did most of the tune-up work for him last summer. Two months ago he sold his garage and retired.

If you need references, you may contact my auto mechanics teacher, Mrs. Carol Suzuki at the Dover High School, 333 School Dr., Dover, MO 65202, (314)687-2172, or my uncle, Mr. Tony Pederson at 10 Lakeshore Drive, Dover, MO 65202, (314)687-2412.

I shall graduate from Dover High School on May 25. After that I shall be ready to go to work. I can come to your garage for an interview when it is convenient for you. You can write me at the above address or call me at my home. My phone is (314)687-7342.

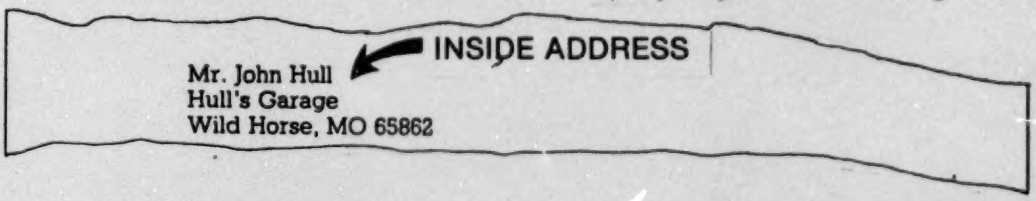
2 SPACES Yours truly,

4 SPACES Eric Pederson

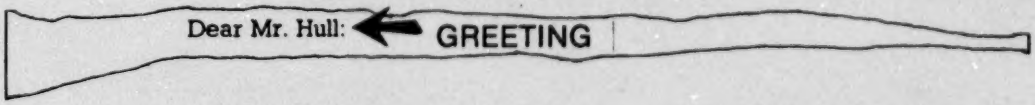
9-9

Put your return address in the upper right corner.
Include your street address, city, state, zip code and date.

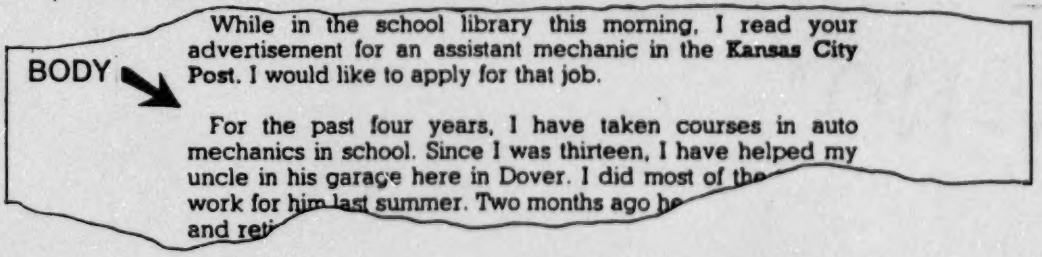
The inside address is located at the left.
It includes the name and address of the employer you are writing to.



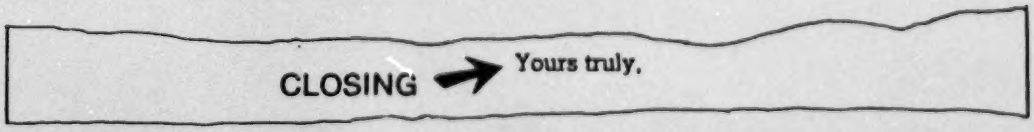
The greeting is located below the inside address.
This greeting should be Dear Mr._____:, or Dear Ms._____:. If you do not know the name, use Dear Personnel Director:. The greeting in a letter of application is followed by a colon (:).



The body or main part of the letter starts below the greeting.
It tells why you are writing, gives information about your education and work experience, and lists references.

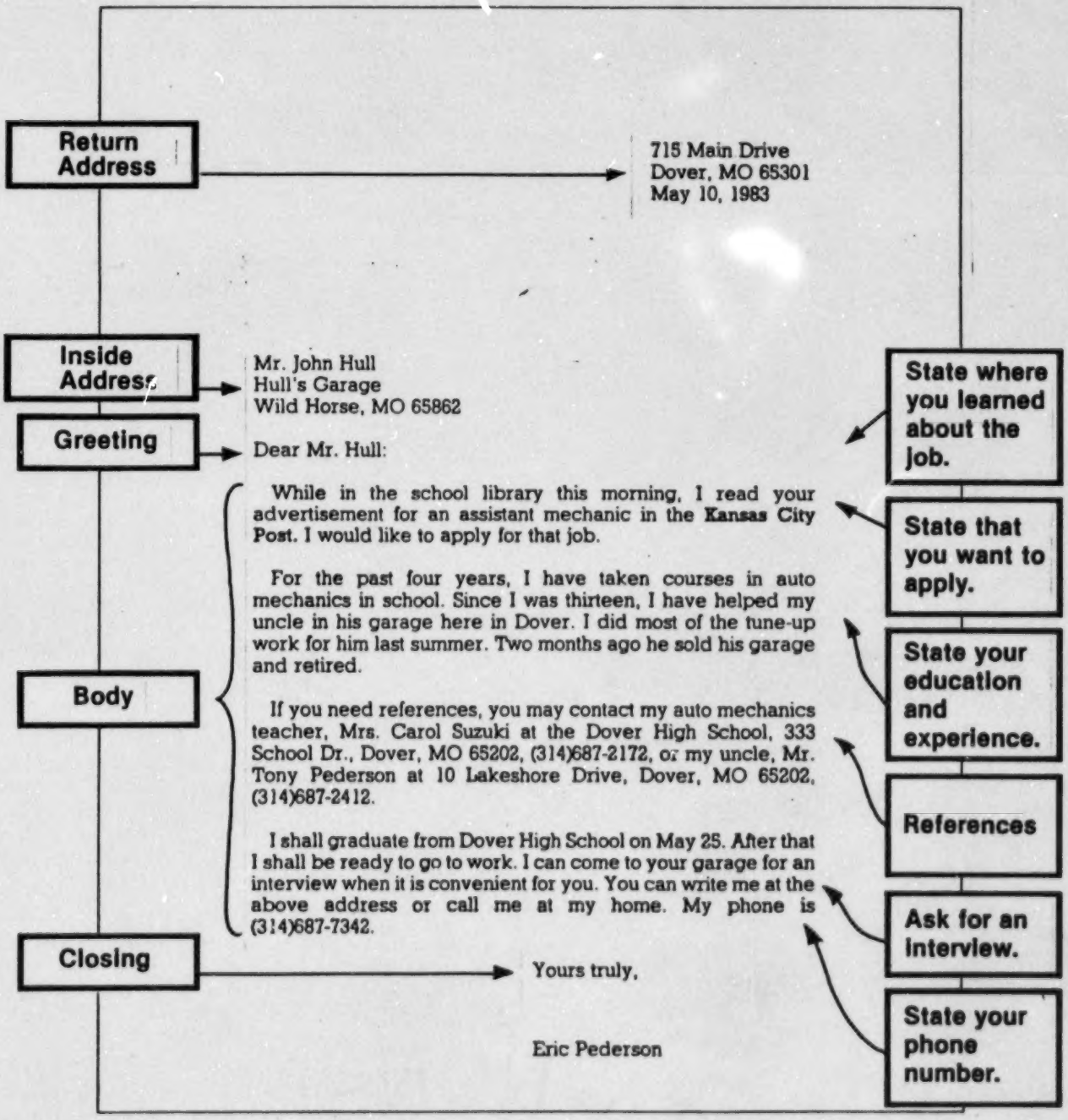

BODY
While in the school library this morning, I read your advertisement for an assistant mechanic in the Kansas City Post. I would like to apply for that job.
For the past four years, I have taken courses in auto mechanics in school. Since I was thirteen, I have helped my uncle in his garage here in Dover. I did most of the work for him last summer. Two months ago he and ret

The closing should be below the body and start at the center of the page.
A closing should be Sincerely, or Yours truly. Capitalize the first word of the closing. A comma (,) is used after the closing.



9-10

Before you sign and mail your letter, check it carefully for mistakes. Make sure there are no errors in spelling, grammar or punctuation. The form should be correct. The letter should be neat and clean.


Return Address
715 Main Drive
Dover, MO 65301
May 10, 1983
Inside Address
Mr. John Hull
Hull's Garage
Wild Horse, MO 65862
Greeting
Dear Mr. Hull:
Body
While in the school library this morning, I read your advertisement for an assistant mechanic in the Kansas City Post. I would like to apply for that job.
For the past four years, I have taken courses in auto mechanics in school. Since I was thirteen, I have helped my uncle in his garage here in Dover. I did most of the tune-up work for him last summer. Two months ago he sold his garage and retired.
If you need references, you may contact my auto mechanics teacher, Mrs. Carol Suzuki at the Dover High School, 333 School Dr., Dover, MO 65202, (314)687-2172, or my uncle, Mr. Tony Pederson at 10 Lakeshore Drive, Dover, MO 65202, (314)687-2412.
I shall graduate from Dover High School on May 25. After that I shall be ready to go to work. I can come to your garage for an interview when it is convenient for you. You can write me at the above address or call me at my home. My phone is (314)687-7342.
Closing
Yours truly,
Eric Pederson
State where you learned about the job.
State that you want to apply.
State your education and experience.
References
Ask for an interview.
State your phone number.

Once you have completed a good letter of application you can use it as an example when applying for other jobs.

9-11

What You Have Learned About
The Correct Form of a Letter of Application

After completing Assignment Sheet 9-2 (AS 9-2), you have a rough draft of a letter of application. Use your rough draft to write the letter in its final, correct form. The letter should be typed, written or printed neatly in ink on 8½" × 11" paper. You may need to look at the want ad in AS 9-2 for information.

Here are some things to keep in mind when writing your letter.

- Spacing between parts
- Margins
- Parts of letter
  - Return address (top right)
  - Inside address (lower left)
  - Greeting (under inside address)
  - Body (under greeting)
  - Closing (middle of page at bottom)
- Punctuation
- Spelling
- Grammar
- Neatness

Name: _____

Unit 9 Review

A. Select four good reasons for writing a letter of application. Place an X in front of them.

____ 1. The business you wish to contact is in another city.
____ 2. You want to apply for a job with a business friend.
____ 3. Your instructor told you to always write letters.
____ 4. The employer asked for a letter of application.
____ 5. You don't know any other way to apply for the job.
____ 6. A help wanted ad said to write.

B. Read these statements about the contents of a letter of application. If a statement is true, circle T. If it is false, circle F.

T F 1. In the first paragraph of the letter, tell what job you are applying for, and how you found out about the job.

T F 2. You should not include any information about your education and training.

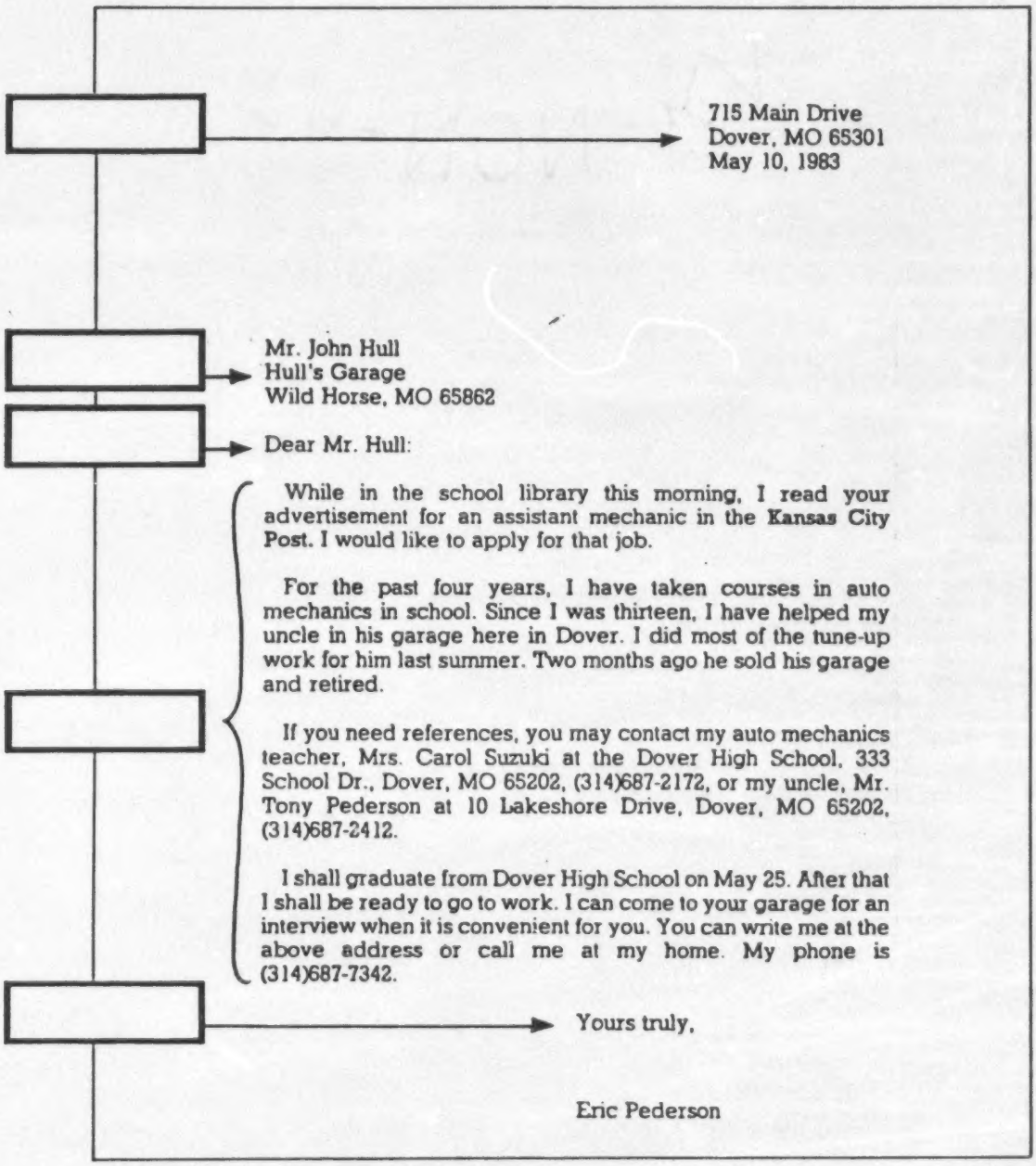
T F 3. If you have work experience, tell about it in the body of the letter.

T F 4. Give the names, addresses, and phone numbers of your references.

T F 5. Instead of telling how you can be contacted, you should call the employer in a few days after you send the letter.

C. Label the five parts of the letter below. Choose from the words given.

Closing Body Inside Address Greeting Return Address



715 Main Drive
Dover, MO 65301
May 10, 1983

Mr. John Hull
Hull's Garage
Wild Horse, MO 65862

Dear Mr. Hull:

While in the school library this morning, I read your advertisement for an assistant mechanic in the **Kansas City Post**. I would like to apply for that job.

For the past four years, I have taken courses in auto mechanics in school. Since I was thirteen, I have helped my uncle in his garage here in Dover. I did most of the tune-up work for him last summer. Two months ago he sold his garage and retired.

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I shall graduate from Dover High School on May 25. After that I shall be ready to go to work. I can come to your garage for an interview when it is convenient for you. You can write me at the above address or call me at my home. My phone is (314)687-7342.

Yours truly,

Eric Pederson

My evaluation shows that I understand this unit and that I am ready to continue.

_____
Student's Signature

The student has completed this unit to my satisfaction and is now ready to continue.

_____
Instructor's Signature